



MELBOURNE AIRPORT AUTHORITY BOARD MEETING

AGENDA

April 23, 2025, at 8:30 AM

Melbourne Orlando International Airport Board Room

Pledge of Allegiance

Airport Announcements

Executive Director's Recognition of Excellence Award

Action Items

Item A-1 Approval of the minutes for the March 26th, 2025, Regularly Scheduled Board Meeting.

Item A-2 Recommendation for Approval of Resolution 3-25 to Close the Florida Department of Transportation (FDOT) Public Transportation Grant Agreement to Fund Certain Improvements for the T-Hangar Infrastructure Project in the Amount of \$1,300,000.

The Airport has an executed Florida Department of Transportation (FDOT) grant for \$1,300,000 for T-Hangar infrastructure that needs to be closed, and a new grant issued. The scope defined in the grant agreement is too narrowly defined and requires modification to include demolishing the existing T-Hangars and rehabilitating the apron pavement. To ensure the expected project expenditures are included within the scope of the grant, FDOT and Airport staff have determined that it is best to close the existing grant and process a new grant that clearly articulates the revised scope of the project.

Staff recommends approval of Resolution 3-25 to close the FDOT T-Hangar Infrastructure Project grant, and authorization for the Chairman to execute said resolution on behalf of the Authority.

Item A-3 Recommendation to Approve Resolution 4-25 to Accept the Florida Department of Transportation (FDOT) Public Transportation Grant Agreement to Fund Certain Improvements for the T-Hangar Infrastructure Development Project in the Amount of \$1,300,000.

The Florida Department of Transportation (FDOT) has issued a grant to fund \$1,300,000 to demolish existing T-Hangars and rehabilitate the apron pavement after the T-Hangars are removed. Upon completion, this area will be available for parking of general aviation aircraft and will provide airside access to the hotel on Airport property. This grant requires a 50 percent local match; therefore, the funding for the proposed grant is:

	<u>Amount</u>
FDOT	\$ 1,300,000
MAA	\$ 1,300,000
Total Funding	\$ 2,600,000

This project is part of the current approved budget. Staff recommends approval of Resolution 4-25 to accept the Florida Department of Transportation grant to fund the T-Hangar infrastructure development project and authorization for the Chairman to execute said resolution on behalf of the Authority.

Item A-4 Recommendation for Award of a Contract for Temporary Staffing Services to 22nd Century Technologies as Primary Provider.

The Airport has utilized temporary staffing services for many years to fill a variety of maintenance, custodial, clerical, and other positions. The current contract with the Airport’s staffing provider began in 2020, and is scheduled to end in May 2025. Staff issued a Request for Proposals earlier this year, with eleven (11) staffing firms submitting proposals. Final rankings from the selection committee after analysis of proposals are shown below.

The highest-ranked Proposer, 22nd Century Technologies, is also the incumbent provider of temporary staffing services under the Airport’s existing contract. 22nd Century Technologies held existing rates in their proposal with no increase, which are an 18 percent markup for clerical and administrative positions, 22 percent for maintenance and custodial positions, and a reduction in markup for Airport-provided personnel that the vendor did not have to recruit.

Staff recommends award of temporary staffing services to the highest ranked Proposer, 22nd Century Technologies, as primary awardee. Should it be necessary, Staff recommends the option for use of subsequently ranked Proposers as needed. The term of this contract will be a two (2) year base term, with three (3), one (1) year single renewal options.

Proposer	Location	Final Rank
22nd Century Technologies, Inc.	Melbourne, FL	1
Noor Associates	New York, NY	2
CG Navitronics	Melbourne, FL	3
Ad-Vance Talent Solutions	Bradenton, FL	4
Spherion	Melbourne, FL	5
LF Staffing	Vero Beach, FL	6
Let's Work USA, Inc.	Ft. Lauderdale, FL	7
Abacus Corporation	Baltimore, MD	8
Diskriter, Inc.	Pittsburgh, PA	9
J & B Construction Services USA, Inc.	Sunrise, FL	10
Ace Staffing, Inc.	Orlando, FL	11

Item A-5 Recommendation to approve a Final Change Order for the Closeout of Taxiway “M” Extension Project to KCF Site Development, LLC, for Reconciliation of All Material Quantities as Agreed Upon with the Engineer to Close Out the Project in the Amount of \$30,675.08.

KCF Site Development was awarded the work for the Taxiway “M” Extension Project at the April 2024 MAA Board meeting. This final change order reconciles all quantities that were field adjusted to unforeseen conditions.

There is sufficient budget available in the capital budget for this change order and it will be 100 percent funded by an existing Florida Department of Transportation grant.

Staff recommends approval of the approval of a final change order for the Taxiway “M” Extension Project to KCF Site Development, LLC, for reconciliation of all material quantities as agreed upon with the Engineer to close out

the project in the amount of \$30,675.08 and authorization for the Executive Director to execute said contract on behalf of Authority.

Item A-6 Recommendation to Approve a Purchase Order Change Order to Ivey’s Construction, Inc. Under Its Continuing Services Contract for the Ceiling Replacement as Part of the Fire Sprinkler Extension Project in the Car Rental and Domestic Baggage Claim Area in an Amount Not to Exceed \$998,427.83.

As part of the existing terminal’s fire sprinkler system project, existing ceilings, mechanical, electrical, plumbing (MEP), and low voltage systems (LVS) will be replaced or upgraded as necessary. This includes the fire alarm, public address system, security access system, and security cameras.

Bids were obtained over a year ago for the replacement of the ceilings but were over budget. Only three bidders participated with Ivey’s Construction being the lowest responsive bidder. Its bid was 45 percent higher than the budget. Staff reviewed Ivey’s alternate ceiling designs to meet the budget. Previously, the ceilings for the ticketing area were approved while design for the remaining low ceiling areas in the car rental area and the domestic baggage claim area were redesigned and priced. Due to the low clearances in these areas, coordination for the above ceiling mechanical, electrical and plumbing were a challenge. Once this work is complete, only the atrium area renovation remains to be completed.

Ticketing Ceilings	\$1,100,000.00
<u>Rental Car & Baggage Ceilings</u>	<u>\$ 998,427.83</u>
Total Ceiling Costs	\$2,098,427.83

This proposal is within the scope of the grants for the fire sprinkler project. There is sufficient budget available in the capital budget to complete this change order and it will be funded as follows:

Source	Amount
FAA	\$ 898,586
FDOT	\$ 49,921
MAA	<u>\$ 49,921</u>
Total Funding	<u>\$ 998,428</u>

Staff recommends approval of a Purchase Order Change Order to Ivey’s Construction, Inc. under its continuing services contract as part of the Fire Sprinkler Extension Project in the car rental and domestic baggage claim area in an amount not to exceed \$998,427.83 and authorization for the Executive Director to execute said purchase order on behalf of the Authority.

Item A-7 Recommendation to Approve a Lease with Operator Solutions, Inc. for Unit 3 of Aerospace Center.

Operator Solutions, Inc. (OS) delivers unrivaled rescue, recovery, and specialized operator support solutions to government and commercial sectors including various companies at NASA’s Kennedy Space Center. Unit 3 in the Aerospace Center will be used for office and training space related to its missions and storage of equipment and materials.

The salient points of the Lease are as follows:

- **Term:** Base term of five (5) years with one (1) five-year renewal term. The option of the renewal term may only be exercised by mutual agreement of both parties.
- **Lease Rate:**
 - Base rent is \$8.00 per square foot per year, which is \$120,000 annually.
 - Common Area Maintenance (CAM) charge is \$1.10 per square foot per year, which is \$16,500 annually.

- **Rent and CAM Adjustments:** CPI adjustments will occur on the anniversary of the commencement date each year with a minimum of 2 percent and a maximum of 5 percent per year.
- **Taxes and Fees:** OS is responsible for all taxes and fees associated with the lease.
- **Maintenance:** Airport is responsible for the replacement of the HVAC system or any HVAC units, if necessary. It is also responsible for any exterior maintenance, roof repairs or replacement.

This lease will generate revenues of approximately \$682, 500 over the original five-year term of the lease not considering the scheduled CPI increases.

Staff recommends approval of the Lease Agreement for Unit 3 Aerospace Center with Operator Solutions, Inc., and authorization for the Executive Director to execute said Lease on behalf of the Authority.

Information Items

- Item I-1 Financial Update**
- Item I-2 Operations Update**
- Item I-3 Construction Projects Update**
- Item I-4 Business Development and Marketing Update**

Public Speakers

Adjournment

Pursuant to 286.0105, Florida Statutes, the Airport hereby advises the public that if a person decides to appeal any decision made by the Airport Authority with respect to any matter considered at its meeting or hearing, he/she will need a record of the proceedings, and that for such purpose, affected persons may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the Airport (321) 723-6227 at least 48 hours prior to the meeting.

MELBOURNE ORLANDO INTERNATIONAL AIRPORT

Income Statement

February 28, 2025

	Year To Date Actual			
	2/28/2025	2/28/2024	\$ change	% change
Operating Revenue				
Airline Landing Fees	288,257	267,648	20,608	8%
Airline Service Fees	1,227,563	1,187,733	39,830	3%
Land & Bldg Lease Rents	5,366,035	4,994,754	371,281	7%
Terminal Rents	131,423	116,330	15,093	13%
Parking Lot Fees	820,528	864,617	(44,089)	-5%
Car Rental Concessions	695,644	686,876	8,767	1%
Restaurant Concessions	147,165	153,924	(6,759)	-4%
Mobile Home Park Rent	679,426	848,364	(168,938)	-20%
T-Hangar Rentals	35,884	37,976	(2,093)	-6%
Operating Grant Revenue	372	28,275	(27,903)	-99%
Other	379,309	366,946	12,363	3%
Total Operating Revenues	9,771,605	9,553,444	218,161	2%
Operating Expense:				
Personnel Services	2,703,107	2,394,205	308,902	13%
Contract Services	3,309,251	3,204,903	104,347	3%
Police & Fire Services	613,007	558,986	54,021	10%
Maintenance and Operations	2,029,776	2,543,832	(514,056)	-20%
Other	108,219	56,563	51,656	91%
Total Operating Expenses	8,763,361	8,758,490	4,871	0%
Operating Income (Loss)	1,008,244	794,954	213,290	
Non-Operating Revenue (Expense):				
Passenger Facility Charges	534,647	563,162	(28,515)	-5%
Customer Facility Charges	610,384	571,524	38,860	7%
CARES Grant Revenue	-	1,391,947	(1,391,947)	-100%
Gain (Loss) on Sale of Assets	38,106,723	6,671	38,100,052	571168%
Interest Income (Loss)	863,366	539,318	324,048	60%
Ad Valorem Tax Revenue	1,436,575	1,069,070	367,505	34%
Ad Valorem Tax Expense	(1,446,212)	(1,035,152)	(411,059)	40%
Interest Expense	(21,450)	(24,375)	2,925	-12%
Total Non-Operating Revenue (Expense)	40,084,033	3,082,164	37,001,869	
Net Income (Loss) Before Depreciation*	41,092,277	3,877,119		

* Net Income before capital contributions, capital equipment, and transfers

MELBOURNE ORLANDO INTERNATIONAL AIRPORT
Statement of Revenues, Expenditures and Changes in Fund Net Assets
February 28, 2025

	YTD Actual	Annual Budget	% of Budget
Operating Revenues:			
Airline Landing Fees	288,257	803,671	36%
Airline Service Fees	1,227,563	3,083,057	40%
Land & Bldg Lease Rents	5,366,035	12,130,306	44%
Terminal Rents	131,423	332,537	40%
Parking Lot Fees	820,528	2,171,895	38%
Car Rental Concessions	695,644	1,819,701	38%
Restaurant Concessions	147,165	400,000	37%
Mobile Home Park Rent	679,426	-	#DIV/0!
T-Hangar Rentals	35,884	-	#DIV/0!
Operating Grant Revenue	372	-	#DIV/0!
Other	379,309	752,077	50%
Total Operating Revenues	9,771,605	21,493,244	45%
Operating Expense:			
Personnel Services	2,703,107	6,786,550	40%
Contract Services	3,309,251	8,387,908	39%
Police & Fire Services	613,007	1,491,260	41%
Maintenance and Operations	2,029,776	7,722,201	26%
Other	108,219	260,000	42%
Total Operating Expenses	8,763,361	24,647,919	36%
Operating Income (Loss)	1,008,244	(3,154,675)	
Non-Operating Revenue (Expense):			
Passenger Facility Charges	534,647	1,419,771	38%
Customer Facility Charges	610,384	1,266,057	48%
CARES Grant Revenue	-	-	#DIV/0!
Gain (Loss) on Sale of Assets	38,106,723	33,380	114160%
Interest Income (Loss)	863,366	2,640,110	33%
Ad Valorem Tax Revenue	1,436,575	2,062,537	70%
Ad Valorem Tax Expense	(1,446,212)	(2,113,530)	68%
Interest Expense	(21,450)	(277,400)	8%
Total Non-Operating Revenue (Expense)	40,084,033	5,030,925	
Net Income (Loss) before Depreciation, Transfers, and Capital Contributions	41,092,277	1,876,250	
Depreciation Expense			
Machinery and Equipment	(137,458)	(806,000)	17%
FAA Equipment Grant	-	-	#DIV/0!
Intra Transfer to Airport Capital	-	(2,520,000)	0%
Net Income (Loss) After Transfers	40,954,819	(1,449,750)	

Melbourne Orlando International Airport
Top 10 Operating Revenues
2/28/2025

Rank	Description	YTD FY 2025	FY 25 % of Total Rev	YTD FY 2024	FY 24 % of Total Rev	\$ Change	% Change
1	Airfield Facilities Rental	3,360,665	34%	3,168,802	33%	191,863	6% A
2	Commercial Business Center Rent	1,518,213	16%	1,349,148	14%	169,065	13% B
3	Ground Handling Revenue	860,177	9%	802,579	8%	57,598	7%
4	Parking Revenue	820,528	8%	864,617	9%	(44,089)	-5%
5	Car Rental Concession	695,644	7%	686,876	7%	8,768	1%
6	Tropical Haven Revenue	679,426	7%	848,364	9%	(168,938)	-20% C
7	Terminal Rent-Airline	396,910	4%	406,854	4%	(9,944)	-2%
8	Hangar Rent	357,941	4%	357,941	4%	-	0%
9	Landing Fees	288,257	3%	267,648	3%	20,609	8%
10	Terminal Concessions	147,165	2%	153,924	2%	(6,759)	-4%
Total Top 10 Operating Revenue		9,124,926	93%	8,906,753	93%	218,173	
Other Operating Revenue		646,679	7%	646,691	7%	(12)	0%
Total Operating Revenue		9,771,605	100%	9,553,444	100%	218,161	2%

A Increase due to 5 year rate adjustment for anchor tenant; 2 tenants had leased property that is coming off of the abatement period, and increases for CPI adjustments for several smaller tenants.

B Increase due to 2 new leases (Chamber of Commerce and Poseidon) plus one of the tenants that had a rent abatement period that ended.

C Tropical Haven mobile home park was sold in January 2025 so there is only 3.5 months of tropical haven revenue for FY 25.

Melbourne Orlando International Airport
Top 10 Operating Expenses
2/28/2025

Rank	Description	YTD FY 2025	FY 25 % Operating Expense	YTD FY 2024	FY 24 % Operating Expense	\$ change	% change
1	Personnel	2,703,107	31%	2,394,205	27%	308,902	13% A
2	Other Contract Services	2,351,239	27%	2,270,838	26%	80,401	4%
3	Fire Services	602,185	7%	554,584	6%	47,601	9%
4	Contractual Employee	465,933	5%	529,050	6%	(63,117)	-12% B
5	Electric	319,987	4%	335,109	4%	(15,122)	-5%
6	Consulting Fees	262,564	3%	207,918	2%	54,646	26% C
7	Risk Management	249,140	3%	196,547	2%	52,593	27% D
8	Cable TV Expense	126,024	1%	169,221	2%	(43,197)	-26% E
9	Computer Software	123,194	1%	125,312	1%	(2,118)	-2%
10	Outside Counsel Fees	102,592	1%	55,897	1%	46,695	84% F
Total Top 10 Operating Expense		7,305,965	83%	6,838,681	78%		
Other Operating Expense		1,457,396	17%	1,919,809	22%	(462,413)	-24%
Total Operating Expense		8,763,361	100%	8,758,490	100%	4,871	0%

A Increase is due to several factors including increase in overtime due to Hurricane Milton, across the board pay adjustments, increase in FRS contribution rates, and positions that were vacant last year have been filled, particularly in the Airport Police division.

B Decrease is due to adjustments made to right size the staffing needed to maintain the terminal (the needed labor hours has dropped due to lighter passenger volumes. This was partially offset by using a contract employee to fill the marketing position this year; last year this was filled with an Airport FTE (Note: this position has been filled with an Airport FTE effective 3/31/25)

C Consulting expense higher due to non-recurring costs incurred in FY 25 related to Air Service Development (study-\$16,500; Adept Air Svc development-\$13,077 higher), Parking Study (\$13,222 increase), and appraisals/review appraisals for Tropical Haven Sale (\$7,400 increase).

D Increase is due to higher property insurance (provided by a third party through the City).

E Cable TV expense is lower due to the sale of Tropical Haven (cable costs were approximately \$35k/month for Tropical Haven).

F MLB incurred additional legal fees due to preparation/review of documents related to the Tropical Haven sale (\$29,830) Rules/Regs revision (\$32,250), and settlement of Terminal project closeout and inline baggage system protest (\$11,767)

Melbourne Orlando Int'l Airport
Cash Flow Projection
4/8/2025

	March-25	April-25	May-25	June-25	July-25	August-25	September-25	October-25	November-25	December-25	January-26	February-26
Beginning Cash/Investment Balance	\$ 32,765,153	\$ 30,579,200	\$ 26,908,621	\$ 22,270,121	\$ 20,304,843	\$ 20,483,202	\$ 22,539,589	\$ 20,003,995	\$ 22,888,220	\$ 17,688,592	\$ 19,530,009	\$ 19,598,688
Operating Revenue	1,948,019	1,948,019	1,948,019	1,948,019	1,948,019	1,948,019	1,948,019	2,093,113	2,093,113	2,093,113	3,572,234	2,093,113
Less: Prepaid Rent Recorded as Deferred Revenue	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)	(27,272)
Plus: Annual Land Option Revenue	212,355	578,148										
Plus: Monthly Collections Ad Valorem Tax	173,891	173,891	173,891	173,891	173,891	173,891	173,891	173,891	173,891	173,891	173,891	173,891
Operating Expense:												
Liability Insurance				(20,000)	(92,051)							
Personnel	(559,687)	(559,687)	(559,687)	(559,687)	(559,687)	(559,687)	(559,687)	(581,472)	(581,472)	(581,472)	(581,472)	(581,472)
TUI Marketing Incentive Payment			(75,000)	(80,000)								
Debt Payment (Interest)			(128,700)						(128,700)			
Maintenance and Operations Expense	(1,339,923)	(1,339,923)	(1,339,923)	(1,339,923)	(1,339,923)	(1,339,923)	(1,339,923)	(1,479,425)	(1,479,425)	(1,479,425)	(1,479,425)	(1,479,425)
Ad Valorem Tax Payment									(3,435,174)			
Net Increase (Decrease) in Cash Flow from Operations	407,383	773,176	(8,672)	95,028	102,977	195,028	195,028	178,836	(3,385,038)	178,836	1,657,957	178,836
Total Capital Outlay	(4,734,477)	(5,407,398)	(6,008,033)	(7,076,267)	(6,857,160)	(5,812,556)	(5,776,760)	(3,863,923)	(3,250,000)	(2,650,000)	(2,500,000)	(2,500,000)
Principal Payment-Outstanding Debt			(1,821,000)									
Total Capital Grant Revenue	1,932,952	690,812	2,934,792	4,771,948	6,682,500	7,431,058	2,807,556	6,332,897	1,227,238	4,123,656	750,002	75,000
PFC Collections (Reimbursement of Eligible Costs)	110,052	144,223	139,773	128,989	132,176	128,378	126,118	124,973	110,043	99,869	84,959	90,219
CFC Collections	98,137	128,608	124,640	115,023	117,866	114,479	112,464	111,442	98,129	89,057	75,761	80,451
Net Increase (Decrease) in Cash From Capital and D	(2,593,337)	(4,443,755)	(4,629,829)	(2,060,307)	75,382	1,861,359	(2,730,622)	2,705,389	(1,814,590)	1,662,582	(1,589,278)	(2,254,330)
Beginning Cash/Investments	32,765,153	30,579,200	26,908,621	22,270,121	20,304,843	20,483,202	22,539,589	20,003,995	22,888,220	17,688,592	19,530,009	19,598,688
Ending Cash/Investments	30,579,200	26,908,621	22,270,121	20,304,843	20,483,202	22,539,589	20,003,995	22,888,220	17,688,592	19,530,009	19,598,688	17,523,193

Melbourne Orlando Int'l Airport
Cash Flow Projection - Capital Exp and Grant Revenue
4/8/2025

Capital Project Expenditures	Total Cost	Prior Expend	March-25	April-25	May-25	June-25	July-25	August-25	September-25	October-25	November-25	December-25	January-26	February-26
Term Upgrade-Restrooms Gate Belt etc	5,263,158	(2,814,317)	(81,161)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(350,000)	(267,680)				
Term Upgrade-Fire Sprinkler/Plumbing	5,959,412	(1,004,370)		(250,000)	(300,000)	(350,000)	(350,000)	(300,000)	(300,000)	(51,243)				
Terminal Exp-Public Space (Haskell)	52,264,894	(50,303,456)	(4,175,000)											
In Line Baggage System-Construction	37,475,966	-		(240,000)	(750,000)	(2,000,000)	(2,500,000)	(2,500,000)	(2,500,000)	(2,500,000)	(2,500,000)	(2,500,000)	(2,500,000)	(2,500,000)
Northside Expansion	9,285,958													
Northside Exp-T/W M Ext	3,930,000	(2,510,404)	(233,097)	(357,398)	(350,000)									
Project Vista Site Improvements	9,980,000	(4,411,425)	(156,019)	(1,250,000)	(1,250,000)	(1,250,000)	(1,250,000)	(412,556)						
Taxiway A Rehab	28,937,300	(1,413,357)	-	(2,600,000)	(2,500,000)	(2,500,000)	(1,750,000)	(1,750,000)	(1,776,760)					
ATCT Roof/Bldg Imp/Remodel	418,744	(416,631)												
Equipment Purchases	1,027,000	(50,258)	(87,200)	(60,000)	(108,033)	(51,267)	(160,000)		(100,000)	(295,000)				
T-Hangars Phase 1	3,000,000						(100,000)	(500,000)	(750,000)	(750,000)	(750,000)	(150,000)		
Roof Replacement-1135 W. Nasa	700,000				(100,000)	(250,000)	(350,000)							
Employee/Cell Parking Lot Expansion	1,100,000	(71,572)	(2,000)	(300,000)	(300,000)	(325,000)	(47,160)							
Total Capital Outlay			(4,734,477)	(5,407,398)	(6,008,033)	(7,076,267)	(6,857,160)	(5,812,556)	(5,776,760)	(3,863,923)	(3,250,000)	(2,650,000)	(2,500,000)	(2,500,000)
Grant Revenue														
FAA Grant 62 Restrooms/Gate/Belt/etc	5,000,000	2,454,327			409,603		665,000		665,000		586,796		2	
FDOT Restrooms/Gate/Belt/Flooring/etc	131,000	25,948			55,189		17,500		17,500		15,442		-	
FAA-Fire Sprinklers-Grnt 60	5,363,470	774,715		49,613		495,000		630,000		540,000		46,119		
FDOT Fire Sprinklers	297,971	30,434		2,756		27,500		35,000		30,000		2,562		
TSA OTA-In Line Baggage Sys Const	22,045,401	-				523,953		2,381,603		2,646,225		2,646,225		2,646,225
FAA-In Line Baggage Grant 63	3,263,505	-				188,595		857,250		952,500		952,500		952,500
FDOT-In Line Baggage Grant	4,000,000	-				94,298		428,625		476,250		476,250		476,250
NORTHSIDE EXPANSION GRANTS														
FDOT (T/W M Realignment/Ext)	6,815,402	1,725,587	809,689	273,020		642,603					-			
FDOT-Project Vista Grant/DFJ Reimburs	9,980,000	3,115,544	1,123,263	328,637		2,500,000	1,250,000	1,250,000	412,556	-	-	-	-	-
FDOT FY 23 T Hangar Grant	1,500,000								50,000		625,000		750,000	
FAA Taxiway A Rehab-Grnt 59/64	13,267,370	1,116,161			2,340,000		4,500,000	1,575,000	1,575,000	1,599,084	-	-	-	-
FDOT Taxiway A Rehab	1,570,410	62,009			130,000		250,000	87,500	87,500	88,838	-	-	-	-
FDOT-Employee Parking Grant	550,000	-		36,786		300,000		186,080			-			
Total Grant Revenue			1,932,952	690,812	2,934,792	4,771,948	6,682,500	7,431,058	2,807,556	6,332,897	1,227,238	4,123,656	750,002	75,000

**MELBOURNE ORLANDO INTERNATIONAL AIRPORT (MLB) MONTHLY ACTIVITY REPORT
MARCH 2025**

	2025	2024	MO CHANGE (%)	2025YTD	2024YTD	YTD CHANGE (%)
PASSENGERS						
Revenue PAX - Domestic						
Enplaned	25,354	25,712	-1.4%	66,687	68,337	-2.4%
Deplaned	24,742	26,369	-6.2%	65,897	69,107	-4.6%
Total Revenue PAX - Domestic	50,096	52,081	-3.8%	132,584	137,444	-3.5%
*Revenue PAX - Int'l						
Enplaned	53	235	-77.4%	345	301	14.6%
Deplaned	268	2,843	-90.6%	774	3,281	-76.4%
Total Revenue PAX - Int'l	321	3,078	-89.6%	1,119	3,582	-68.8%
Non-Revenue PAX						
Enplaned	622	707	-12.0%	1,915	2,070	-7.5%
Deplaned	674	734	-8.2%	1,895	2,023	-6.3%
Total Non-Revenue PAX	1,296	1,441	-10.1%	3,810	4,093	-6.9%
Total PASSENGERS	51,713	56,600	-8.6%	137,513	145,119	-5.2%
AIRCRAFT OPERATIONS						
Air Carrier	560	570	-1.8%	1,600	1,561	2.5%
Air Taxi	327	187	74.9%	708	505	40.2%
General Aviation - Itinerant	10,433	11,340	-8.0%	29,360	30,652	-4.2%
General Aviation - Local	1,557	2,465	-36.8%	6,230	6,747	-7.7%
Military	68	89	-23.6%	267	328	-18.6%
Total OPERATIONS	12,945	14,651	-11.6%	38,165	39,793	-4.1%

RESOLUTION NO. 3-25

A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, CLOSING THE EXISTING "PUBLIC TRANSPORTATION GRANT AGREEMENT" FOR THE T-HANGAR INFRASTRUCTURE PROJECT WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) FOR THE FINANCIAL PARTICIPATION BY FDOT IN CERTAIN AIRPORT IMPROVEMENT PROJECTS AT THE MELBOURNE ORLANDO INTERNATIONAL AIRPORT

WHEREAS, the City of Melbourne Airport Authority has requested financial participation by the State of Florida Department of Transportation in certain Airport improvement projects, and

WHEREAS, the State Department of Transportation and Melbourne Orlando International Airport have an existing, executed a grant in the amount of \$1,300,000 to fund certain improvements at the Airport. No funds have been spent on said project. However, the scope of work in the grant needs to be modified so FDOT and the Airport have determined it is best to close the existing grant and process a new grant with the revised scope of work.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MELBOURNE AIRPORT AUTHORITY AS FOLLOWS:

SECTION 1. That the City of Melbourne Airport Authority, Brevard County, Florida, agrees to close the existing "Public Transportation Grant Agreement" with the State of Florida Department of Transportation for assistance by the State in the form of a Grant in the amount of \$1,300,000.00 upon the terms and conditions stated in said agreement.

SECTION 2. That the Melbourne Airport Authority Chairman is hereby authorized to execute on behalf of the City of Melbourne Airport Authority, and the Executive Director is hereby authorized and directed to impress the official seal of the City of Melbourne Airport Authority, Brevard County, Florida, and attest said execution.

SECTION 3. That the City of Melbourne Airport Authority, Brevard County, Florida, expresses its sincere appreciation to the State Department of Transportation for the above grant and pledges its continued support and cooperation in the improvement and development of the Melbourne Orlando International Airport as a vital link in the State's Transportation System.

SECTION 4. This Resolution was duly passed at a regular meeting of the Melbourne Airport Authority, Brevard County, Florida, on the 23rd Day of April 2025.



BY: _____

William C. Potter, Chairman

Melbourne Airport Authority

ATTEST:

Greg Donovan, Executive Director

RESOLUTION NO. 4-25

A RESOLUTION OF THE CITY OF MELBOURNE AIRPORT AUTHORITY, BREVARD COUNTY, FLORIDA, ENTERING INTO A "PUBLIC TRANSPORTATION GRANT AGREEMENT" FOR THE T-HANGAR INFRASTRUCTURE IMPROVEMENT PROJECT WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) PROVIDING FOR THE FINANCIAL PARTICIPATION BY FDOT IN CERTAIN AIRPORT IMPROVEMENT PROJECTS AT THE MELBOURNE ORLANDO INTERNATIONAL AIRPORT

WHEREAS, the City of Melbourne Airport Authority has requested financial participation by the State of Florida Department of Transportation in certain Airport improvement projects, and

WHEREAS, the State Department of Transportation has approved a grant in the amount of \$1,300,000 to fund certain improvements upon the terms and conditions stated in said agreement.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF MELBOURNE AIRPORT AUTHORITY AS FOLLOWS:

SECTION 1. That the City of Melbourne Airport Authority, Brevard County, Florida, agrees to enter into a "Public Transportation Grant Agreement" with the State of Florida Department of Transportation providing for assistance by the State in the form of a Grant in the amount of \$1,300,000.00 upon the terms and conditions stated in said agreement.

SECTION 2. That the Melbourne Airport Authority Chairman is hereby authorized to execute on behalf of the City of Melbourne Airport Authority, and the Executive Director is hereby authorized and directed to impress the official seal of the City of Melbourne Airport Authority, Brevard County, Florida, and attest said execution.

SECTION 3. That the City of Melbourne Airport Authority, Brevard County, Florida, expresses its sincere appreciation to the State Department of Transportation for the above grant and pledges its continued support and cooperation in the improvement and development of the Melbourne Orlando International Airport as a vital link in the State's Transportation System.

SECTION 4. This Resolution was duly passed at a regular meeting of the Melbourne Airport Authority, Brevard County, Florida, on the 23rd Day of April 2025.



BY: _____

William C. Potter, Chairman

Melbourne Airport Authority

ATTEST:

Greg Donovan, Executive Director



MELBOURNE AIRPORT AUTHORITY BOARD

Minutes March 26, 2025

Board Meeting Airport Board Room

In Attendance: Mr. William C. Potter, Chairman
The Honorable David Neuman, Councilmember
The Honorable Mark LaRusso, Councilmember
Mr. Dan Schwinn, Member
Mr. Brent Peoples, Member
Mr. Michael Fischer, Member
Mr. Adam Bird, Attorney
Mr. Greg Donovan, A.A.E., Executive Director
Mr. Mark Busalacchi, Director of Business Development
Mr. Clifford Graham, C.M., Director of Operations & Maintenance
Mr. Mike O'Dell, C.P.A., Director of Finance and Administration
Mr. David Perley, A.I.C., Director of Capital Improvements
Ms. Renee Purden, ACE, Chief of Police/Director of Public Safety

Absent: The Honorable Paul Alfrey, Mayor

Pledge of Allegiance

Airport Announcements by Executive Director Greg Donovan

Video presentation of a new campaign ad highlighting MLB's sponsorship with Mike Boyd's weekly insight Touch & Go E-Newsletter.

Celebration of Delta's 100th Year Anniversary, with 41 years at MLB.

Welcoming back TUI airlines starting on Friday, April 4, 2025.

Eau Gallie High School aviation program and The Civil Air Patrol received tours of the airfield and ATCT.

Board members received patches of the iconic 30-year-old birds of paradise carpet that is being removed from the terminal.

Executive Director's Recognition of Excellence Award

Congratulations to Joseph Gomez, Airport Mechanic, on receiving this month's award.

Action Items

Item A-1 Approval of the minutes for the February 26, 2025, Regularly Scheduled Board Meeting.

Approval of the February 26th, board meeting minutes. A motion was made by Mr. LaRusso for approval of the minutes, seconded by Mr. Peoples. Motion passed unanimously.

Item A-2 Approval of Resolution 2-25 authorizing the amendment of an existing Passenger Facility Charge (PFC) Application and the submittal of a new PFC Application to the Federal Aviation Administration (FAA) and acceptance of the FAA Decision of Record, which authorizes the Authority to impose and use PFC revenues as approved by the FAA.

Mr. Donovan explained that back in January, Mr. O'Dell gave a presentation on our process of amending the current PFC application and moving forward with a new PFC application. Mr. Donovan stated that the PFC that is collected will be used to reimburse prior capital improvements and fund future capital projects. The PFC program started back in the 2000s, and the maximum PFC rate is \$4.50, which the airlines retain \$0.11 for airline administrative costs. Mr. Donovan explained that if MLB does not charge this, another airport will.

Mr. O'Dell explained it is a lengthy process for the application, taking from six to nine months for FAA approval. It is important to keep on top of it, so the collection authority does not lapse. Mr. O'Dell explained the airport currently uses PFC's to reimburse prior costs.

Mr. Fischer inquired about how this is collected, where Mr. O'Dell explained that the airlines are required to remit the collection 30 days after they have received it. If a ticket is bought in January, at the end of February they remit those PFC funds. Mr. Fischer asked if this affects our current PFC funds, in which Mr. Donovan explained that past commitments are based on projections so current and future funds will merge depending on budget versus actual. Mr. Fischer additionally asked if this amount goes towards our share and not towards the FAA amount, and Mr. O'Dell said yes it goes to the airport's share. Mr. O'Dell explained further that it is common to amend an application towards the end as forward-looking projects' costs get adjusted and changed. Mr. Donovan added that this PFC Application is expected to cover PFC collections until 2045.

Mr. Peoples asked if this affects our AIP funds, in which Mr. O'Dell explained that, since the airport is not a medium or large hub airport, it will not. Mr. Fischer asked if there is an accounting process to track these funds, and Mr. O'Dell advised that this is part of our annual audit process. Mr. Peoples asked further if there has been any adjustment for inflation regarding the \$4.50 rate by the FAA. Mr. Donovan responded and advised that this has not had any adjustments, there have been efforts to raise the maximum amount and if that happens, it will be brought to the board.

Mr. Potter asked if the decrease is due to us not having enough projects to use it or if we didn't collect enough. Mr. O'Dell explained that the airport had less interest, along with changing our approach on the terminal project. Mr. O'Dell stated that the airport will collect PFC's for all eligible expenditures. Mr. O'Dell added staff considered amending the current application to include the \$24,000,000, but it will be cleaner to submit the new application.

A motion was made by Mr. Peoples to approve the amendment of an existing Passenger Facility Charge (PFC) Application and the submittal of a new PFC Application to the Federal Aviation Administration (FAA), seconded by Mr. LaRusso. Motion passed unanimously.

Item A-3 Recommendation to Approve a Change Order to Global ARFF for refurbishment of Unit 3 ARFF Truck, in the Amount of \$72,692.26.

Mr. Donovan explained that the airport issued a purchase order in July of 2024 for the refurbishment of our Unit 3 Fire Truck with Global ARFF, to ensure compliance with FAA Part 139. Mr. Donovan indicated that the airport needs three ARFF trucks to meet index requirements. Global ARFF has shared that there were multiple issues

found that were not under the original refurbishment of the vehicle. Mr. Donovan explained that an airport mechanic inspected and confirmed the work was warranted.

Mr. Donovan stated that the refurbished ARFF truck is still under \$300,000, which is considerably less than a new ARFF truck Mr. Donovan explained this is a budgeted item for the 2025 Fiscal year.

Mr. LaRusso stated that the city has just obtained a new \$1,400,000 truck for Station #71 and it was a long process, so this is the right approach. Mr. Potter asked if the airport mechanic has verified that all the work is necessary, in which Mr. Donovan responded yes.

A motion was made by Mr. LaRusso to approve the change order to Global ARFF for refurbishment of Unit 3 ARFF Truck, in the Amount of \$72,692.26, seconded by Mr. Peoples. Motion passed unanimously.

Item A-4 Recommendation to Approve Award of Security and Electrical Gate and TSA Camera Projects to Atlantis Electrical Systems (AES), in the Amount of \$179,242.44.

Mr. Donovan explained that advances in technology along with wear and tear have made it necessary to upgrade cameras at the TSA checkpoint and airfield gate access areas throughout the airport.

Mr. Donovan explained that the airport went through a formal bid, which brought nine vendors to the pre-bid meeting and 3 vendors who submitted bids. Atlantis Electrical Systems (AES) came up as the lowest bidder at \$179,242.44. Mr. Donovan stated that Atlantis Electrical Systems has worked on multiple projects throughout the airport and is familiar with the systems, and that this is a budgeted item.

Mr. Potter asked if there was a concern with the wide discrepancy between the bids, in which Mr. Donovan stated there were no concerns as Atlantis has worked here within the airport and understands the environment which may be reflective in their bid.

A motion was made by Mr. Peoples to approve the award of Security and Electrical Gate and TSA Camera Projects to Atlantis Electrical Systems (AES), in the Amount of \$179,242.44, seconded by Mr. Neuman. Motion passed unanimously.

Item A-5 Recommendation to Approve a Purchase Order with Environmental Science Associates (ESA) in the Amount of \$119,869.

Mr. Donovan explained Environmental Science Associates has done a lot of work for the airport, including the airport master plan, noise study and layout plan. Staff recommends using ESA under its continuing services contract for a requirement implemented by the FAA for a safety management system(SMS).

Mr. Donovan explained the SMS would identify hazards and safety risks through maintenance, repair and inventory as part of the operation's daily inspections. Mr. Donovan stated staff is asking permission for the start of a 2-year program that would be in two phases. Phase 1 consists of a gap/personnel analysis, comparative hazard review, and finalization of the SMS manual. During the recent Part 139 certification inspection, the FAA had approved the airports approach on this. Phase 2 would implement an interactive Airport Layout Plan with mapping and input with a more comprehensive method, compared to how it is manually input now.

A motion was made by Mr. Neuman to approve the Purchase Order with Environmental Science Associates (ESA) in the Amount of \$119,869, seconded by Mr. LaRusso. Motion passed unanimously.

Item A-6 Recommendation to Award a Purchase Order to Ivey’s Construction, Inc., under their Continuing Services Contract for the Ceiling Replacement in the Ticketing area in an Amount Not to Exceed \$1,165,404.07.

Mr. Donovan explained that this is part of the fire sprinkler project in the terminal as the installation of the fire sprinklers resulted in the need to replace the ceiling. Mr. Donovan explained some of the challenges the airport encountered in this project that have resulted in design alternatives that reduced pricing from the contractor.

Mr. Donovan explained that what is proposed will be similar to the ceiling that was completed in the new terminal area and will allow for a refreshed look and updated lighting ballasts. Mr. Donovan commended staff for working hard to meet airport needs while staying within budget. Mr. Donovan stated 95 percent of the funds for purchasing this are covered through State and FAA grants.

Mr. Potter asked if this alternate design does everything the original design would have done, and Mr. Donovan answered yes that this design is maintenance free.

Mr. Fischer asked if this is under the new roof area and if it has been repaired, in which Mr. Donovan explained that it is and the roof has been entirely repaired now and the idea was to complete that before moving forward with this work.

Mr. LaRusso stated he said it was great that this could be completed under the continuing services contract, and that the city will need to follow that lead. Mr. Donovan stated we are saving a lot on cost due to not having to pay for mobilization.

A motion was made by Mr. Peoples to award a purchase order to Ivey’s Construction, Inc., under their Continuing Services Contract for the Ceiling Replacement in the Ticketing area in an Amount Not to Exceed \$1,165,404.07, seconded by Mr. Neuman. Motion passed unanimously.

Item A-7 Recommendation to Award a Purchase Order to Graybar under the State’s Omnia Program to replace the Public Address System in All Areas affected by the Installation of Fire Sprinklers in the Existing Terminal in the Amount of \$324,759.26.

Mr. Donovan explained that the current public address (PA) system was impacted by the fire sprinkler project and this project will result in a comprehensive PA system for the airport. Mr. Donovan stated this award would be under the State’s Omnia program to replace the entire PA System. Funding is provided primarily through federal and state grants, with ninety-five percent of the project funded by FAA and FDOT. Mr. Donovan explained the importance of this for efficiency with our public safety along with the ease for our airline users and employees. Mr. Donovan stated the original system is from 1989.

A motion was made by Mr. LaRusso to award a purchase order to Graybar under the State’s Omnia Program to replace the Public Address System in All Areas affected by the Installation of Fire Sprinklers in the Existing Terminal in the Amount of \$324,759.26, seconded by Mr. Peoples. Motion passed unanimously.

Item A-8 Recommendation to Approve a Guaranteed Maximum Price (GMP) Contract for the In-Line Baggage System Facility Project to the selection committee’s recommendation of Construction Management at Risk Services to Ivey’s Construction, Inc., in the Amount of \$26,141,697.

Mr. Donovan explained the bid process this project went through, the involvement of various stakeholders, and the funding plan, as the majority of this project is funded by TSA. Mr. Donovan explained the design for the In-Line Baggage System Facility program has had success in Europe and is being done through local providers with

Leonardo DRS as a system operator. The past year this project has been under a bid protest through legal process, causing the airport to reissue the request for proposals. Mr. Donovan stated that the airport received three responsive bidders, and is recommending approval to proceed with Ivey's Construction, Inc. The contract for approval is included in the current approved capital budget.

Mr. LaRusso asked Mr. Peoples having been on the committee for a year if he is comfortable with this recommendation. Mr. Peoples replied and said yes, he approves this recommendation and that the system itself is impressive. Mr. LaRusso agreed he was comfortable with Mr. Peoples decision. Mr. Donovan added that Leonardo DRS is a local company that wants to introduce this technology domestically.

Mr. Potter asked what the time frame for completion under the contract is, and Mr. Perley replied that the estimated completion is August of 2026. Mr. Potter then asked if the temporary baggage facility would be moved to the east, in which Mr. Perley replied that yes, the four current scanners will move to the east and the current belt remains in operation. Mr. Perley stated once the bags are outside, they will be manually moved. Mr. Potter asked if this would require additional personnel, in which Mr. Perley replied that this has been covered.

Mr. Potter asked if this resolves the bid protest, and Mr. Donovan replied no this does not resolve the bid protest, that it was resolved by rebidding this out. The protest period for the new bid had no new protests.

A motion was made by Mr. Peoples to approve a Guaranteed Maximum Price (GMP) Contract for the In-Line Baggage System Facility Project to the selection committee's recommendation of Construction Management at Risk Services to Ivey's Construction, Inc., in the Amount of \$26,141,697, seconded by Mr. LaRusso. Motion passed unanimously.

Item A-9 Recommendation to Approve a Subtenant at the Florida Institute of Technology's Applied Research Laboratory.

Mr. Donovan explained this is a 3,585 square feet subtenant lease for the Brevard Zoo at the Florida Institute of Technology's Applied Research Laboratory. This is for research and restoration of various marine species, alongside the Florida Fish and Wildlife benefiting the Indian River Lagoon restoration project. Mr. Donovan stated the Brevard Zoo would be adding around \$250,000 to \$275,000 of capital improvements to the building and Florida Tech would be adding around \$90,000 for infrastructure improvements.

Mr. Potter stated that he is currently a member of the board of the Florida Institute of Technology, however he has no financial interest, so he has no legal conflict.

A motion was made by Mr. Fischer to approve a Subtenant at the Florida Institute of Technology's Applied Research Laboratory, seconded by Mr. Peoples. Motion passed unanimously.

Item A-10 Recommendation to Approve a Subtenant at the Florida Institute of Technology's Center for Aeronautics Innovation.

Mr. Donovan explained this is a 5,633 square feet subtenant lease for Burrell College of Osteopathic Medicine at the Florida Institute of Technology's Center for Aeronautics Innovation. This is for an Anesthesiology assistant program, using the space for classrooms, non-surgical demonstrations and administrative offices located at 1050 West Nasa Boulevard.

Mr. LaRusso asked if this was the previous TRDA building, in which Mr. Donovan replied and said yes, it is.

Mr. Potter stated that he is currently a member of the board with the Burrell College foundation, however he has no financial interest, so he has no legal conflict.

A motion was made by Mr. Fischer to approve a Subtenant at the Florida Institute of Technology's Center for Aeronautics Innovation Florida Institute of Technology's Applied Research Laboratory, seconded by Mr. Peoples. Motion passed unanimously.

Discussion Items

Item D-1 The Quotient Group

Kim Sippola and Tiana O'Connor from The Quotient Group shared a presentation highlighting the company's team, experience, and the projects that The Quotient Group are currently working on with the airport.

Information Items

Item I-1 Financial Update

Mr. O'Dell presented an overview of the Fiscal Year 2024 Audit and also presented the financial report through January 31, 2025.

Mr. Fischer asked with the sale of Tropical Haven if there would be tax consequences for this year, in which Mr. O'Dell responded and said no the airport is tax exempt.

Item I-2 Operations

Mr. Graham explained the airport performed a Triennial Mass Casualty Incident (MCI) exercise. Mr. Graham stated the exercise was a success in testing the airports emergency plan, with meeting all the requirements by the FAA. This year the airport had over 15 local agencies participate, with 50 volunteers who simulated the passengers and family of the flight. Mr. Graham stated that the exercise was led this year by Stephanie Betts, along with Amanda Moyer who was the Airports volunteer coordinator.

Mr. Graham explained that the airport operations team is overseeing airfield safety with the Taxiway A Rehabilitation project. This involves staff performing daily airfield inspections, communicating with the tenants and contractors involved, and issuing NOTAMS.

Mr. Graham stated the airport is holding the Brevard Corporate 5K on Thursday, April 10th at 6:30pm. Several of the airport tenants will be participating in the event, with an estimate of 2000 plus total participants expected. The airport Operations team and the Melbourne airport Police will be overseeing the safety and security of the event. Prior approval from the TSA, FAA and FDOT is required to run this event, which has been obtained. The Brevard Corporate 5K proceeds will benefit the Eau Gallie High School Aviation program.

Item I-3 Construction Projects Update

In-Line Baggage System

The first meeting of the In-Line Baggage System will be with TSA to get prepared for the reimbursement setup. Airline meetings will happen within the following weeks for preparation of the temporary screening and office areas. The project is anticipated to be completed between 14 to 16 months.

Existing Terminal Re-Roofing

The cap sheet is nearing completion, with the metal work of the flashings and copings at fifty percent complete. The roof under the generator is starting in April. Project should complete by the end of April 2025.

Federal Inspection Station Escalator Replacement

The Federal Inspection Station Escalator replacement project is now complete. All the State escalator inspections have been completed. Waiting on final close out documentation and payment arrangements.

Project Vista – Dassault Falcon Jet Site Work

Underground utility work along Apollo Boulevard is nearing completion. The road cuts for the driveways and median crossovers will begin soon. The lift station work continues with electrical expected by the first week of April. The first lift for the apron base rock was completed, with the second one to be completed by April 1st. The concrete paving should begin the first week of April. Project completion is expected in June 2025. First aircraft arrives July 1, 2025.

Taxiway A Rehabilitation

The contractor and the airport operations team are working closely on the runway closures. Asphalt work and grading has started west of Taxiway Q. The relocation of 8 gopher tortoises has been completed. The work on Taxiway Q is nearing completion, in which the east side of Taxiway Q will then begin. This first phase of work is expected to be completed in August 2025. The next phase of the work will go out to bid in April with bids due in June. Discretionary funds will not become available until September 2025. Phase 2 work will begin October 2025.

Taxiway M Phase 1 (Realignment) and Phase 2 (Extension)

Phase 1 and Phase 2 of the Taxiway M Project are nearing completion. Minor punch items are being completed. Close out documents are being prepared, all drawings have been submitted, and final billing is being reviewed.

Public & Employee Parking Lot Modifications

A preconstruction meeting has been held with the contractor. The contract and insurance are in place, and a bond is being obtained. The fabrication of the underground structures has begun. The airport is working with FPL for power pole relocation. On-site work will begin in April 2025. Project completion is for July 2025.

Mr. Schwinn asked what process the airport must go through to get the airport diagrams updated to reflect the Taxiway M change, Mr. Perley responded that the engineer would have that information available after certification. Mr. Donovan added the airport will submit the information to the FAA and the Airport Districts office will get the update out.

Item I-4 Business Development and Marketing Update

Mr. Busalacchi shared the results of the recent Allegiant Influencer marketing campaign. This campaign brought three Philadelphia locals to the Space Coast for vacation. The overall results had approximately 90,000 viewers with a media value of \$105,600.

Adjournment

This meeting was adjourned by Chairman William Potter at 10:25 a.m.

PREPARED BY:

Misty Dawn White – Accounts Clerk

SUBMITTED BY:

Greg Donovan, A.A.E.
Executive Director

APPROVED BY ACTION OF AIRPORT AUTHORITY:

William C. Potter, Chairman